



## Department Description

The Office of the San Diego City Attorney is among the region's largest law firms, handling a diverse case load. The City Attorney's Office advises the City and all its departments, defends the City in court, and prosecutes over 40,000 criminal cases per year.

The Office has restructured itself into a private law firm model with four divisions: Civil Advisory, Civil Litigation, Criminal, and Community Justice. These divisions are subdivided into sections and units which allow the attorneys to specialize in areas of practice.

- **Civil Advisory Division:** The Civil Advisory Division provides advice to the City and each of its departments, including the City Council and Mayor. The Civil Advisory Division is divided into five sections: Government Affairs and Finance, Real Property and Economic Development, Public Works, Public Safety and Employment Services. This division is under the direction of Assistant City Attorney Mary Jo Lanzafame who has over 22 years of experience as a municipal lawyer in areas of practice including CEQA, planning and zoning, conflict of interest, the Brown Act, real estate, and public works.
- **Civil Litigation:** The Civil Litigation Division prosecutes or defends civil lawsuits in which the City is a party. The Civil Litigation Division is divided into five units: Civil Prosecution, Workers Compensation, Land Use Litigation, General Litigation and Special Litigation. Don Worley, the Assistant City Attorney heading this division, has over 30 years in private practice in land use, real estate, and business litigation. After months of planning, the Civil Advisory and Civil Litigation units have installed a new case and document management system. Now the City Attorney's Office can easily track information while coordinating all key functions from cases and contacts to time and billing more efficiently. Some of the software applications include case and matter management, document assembly, rules-based calendaring and integrated court rules.
- **Criminal Division:** The Criminal Division prosecutes criminal misdemeanors and infractions committed within the City limits. The Criminal Division is divided into four units: Case Issuance, General Trial, Appellate and Domestic Violence. Andrew Jones, the Assistant City Attorney heading this division has over 13 years of trial experience and has tried over 50 jury trials and 100 bench trials. His experience covers a wide variety of areas including prosecuting misdemeanor violations, heading the Discovery Unit, and prosecuting abusers in domestic violence and child abuse cases.

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- **Community Justice Division:** The Community Justice Division prosecutes cases that the community has identified as important to quality of life. Prosecutors work with the community, police, and other law enforcement agencies to establish and maintain security, fair business dealing, and to promote justice. The Community Justice Division is divided into three units: Neighborhood Prosecution, Code Enforcement and Consumer and Environmental Protection. This division is under the direction of Tricia Pummill, Assistant City Attorney, who brings over 26 years of experience as a criminal prosecutor specializing in code enforcement cases and criminal theft cases.

The Office of the City Attorney is built upon the senior partner, junior partner, and associate model used in private law firms. The four division leaders, along with City Attorney, Jan Goldsmith, have more than 130 years of combined experience.

The Department's mission is:

*Integrity matters! We can best help our city by maintaining our integrity, providing timely, accurate and high quality legal representation to the City of San Diego. We will be firm, independent and professional, stopping illegalities while suggesting solutions. We will never forget that we are accountable to the people of San Diego and that we represent the City of San Diego.*

## Service Efforts and Accomplishments

The Office has developed client communications and internal team support, regular training programs, and quality control processes patterned after those used at the best private law firms. Each of our divisions has instituted changes that provide better and more efficient quality legal services. It has collaborated effectively with the Mayor and City departments to elaborate on the distinct roles that the City Attorney performs under the City Charter.

The results reflecting these changes are immediate. One of the Civil Advisory Division sections provided educational programs on process, open meeting laws, and public "sunshine" laws for new council members that helped develop relationships and interaction on legal issues. Mayoral departments and attorneys advising them have also developed close working relationships.

The Civil Litigation Division implemented a policy that every lawsuit should have a strategy to achieve specific client goals. The Office does not litigate for any other reason. To the extent the Office does litigate, a "team" approach comparable to larger law firms is implemented. The Office's commitment to strategy has paid off with successful wins and savings to the City.

The Criminal Division has been transformed into a near seamless operation with the District Attorney's Office. Through computer technology and with the help of the District Attorney's Office, the City Attorney's Office has a professional case management system that allows for unified search parameters, pre-defined reports, research on history and prior convictions and statistics on cases, agencies and divisions. Additionally, the Office of the City Attorney and the District Attorney's Office have instituted cross-training of its attorneys and coordinated efforts to attack crime known as cross-deputization for prosecuting misdemeanors and felonies. The results speak for themselves as justice and efficiency prevail against criminals when work is conducted together. The Office has also received positive feedback from Superior Court judges.

The Community Justice Division is better serving the public and has increased its focus on neighborhood prosecution as a more efficient, responsive, and effective way of the future. The Code Enforcement Unit has limited their focus to the nuts and bolts of code enforcement rather than broader litigation such as "foreclosure sanctuaries" and has added a vacant properties prosecutor. The Consumer and Environmental Protection Unit is using a pre-filing negotiation model to avoid protracted litigation expenses. In addition, this unit has formed a strong bond with the District Attorney's Consumer and Environmental prosecutors and the two offices meet regularly to discuss case distribution.

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By rebuilding the Office and working together, each of the divisions has instituted changes that implement standards of excellence to improve the quality of legal services in a timely manner. The attorneys have developed solid attorney-client relationships with the Mayor, City departments, and City Council to provide independent legal advice not influenced by politics. The City has been receptive to independent legal advice intent on following the law and willing to take action to correct legal problems. The Office of the City Attorney will continue to work on preventative law, and in the case of the prosecution function, to pursue justice.



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## Department Summary

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Positions	341.22	348.43	7.21
Personnel Expenses	\$ 34,628,874	\$ 39,232,663	\$ 4,603,789
Non-Personnel Expenses	3,161,757	2,651,820	(509,937)
<b>Total Department Expenses</b>	<b>\$ 37,790,631</b>	<b>\$ 41,884,483</b>	<b>\$ 4,093,852</b>
<b>Total Department Revenue</b>	<b>\$ 6,183,020</b>	<b>\$ 5,834,720</b>	<b>\$ (348,300)</b>

## General Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administration & Support	\$ 19,141,624	\$ 17,945,932	\$ (1,195,692)
Civil Advisory	6,100,959	8,608,106	2,507,147
Civil Litigation	3,823,910	5,724,972	1,901,062
Community Justice	2,719,502	3,762,789	1,043,287
Criminal	6,004,636	5,842,684	(161,952)
<b>Total</b>	<b>\$ 37,790,631</b>	<b>\$ 41,884,483</b>	<b>\$ 4,093,852</b>

### Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administration & Support	204.36	185.70	(18.66)
Civil Advisory	44.81	52.46	7.65
Civil Litigation	28.00	35.00	7.00
Community Justice	20.00	28.20	8.20
Criminal	44.05	47.07	3.02
<b>Total</b>	<b>341.22</b>	<b>348.43</b>	<b>7.21</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 450,000	\$ –
<b>Domestic Violence Unit Support</b> Addition of 3.00 Deputy City Attorneys to support the Domestic Violence Unit.	3.00	296,616	–
<b>Adjustment to Hourly Personnel Funding</b> Funding allocated according to a zero-based annual review of hourly funding requirements	5.21	184,791	–
<b>Case Management Systems Support</b> Addition of 1.00 Program Manager to support two new case management systems and increased legal technology needs.	1.00	130,826	–
<b>Personnel Reduction</b> Reduction of 2.00 vacant Assistant City Attorney positions.	(2.00)	(448,931)	–
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	–	200,000

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Service Level Agreement (SLA) Revenue Adjustment</b>	0.00	—	(548,300)
Reduction of revenue for reimbursable work through an SLA with the Engineering & Capital Projects Department.			
<b>Total</b>	<b>7.21</b>	<b>\$ 613,302</b>	<b>\$ (348,300)</b>

## Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
<b>PERSONNEL</b>			
Salaries and Wages	\$ 23,042,181	\$ 23,666,594	\$ 624,413
Fringe Benefits	11,586,693	15,566,069	3,979,376
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 34,628,874</b>	<b>\$ 39,232,663</b>	<b>\$ 4,603,789</b>
<b>NON-PERSONNEL</b>			
Supplies	\$ 327,527	\$ 368,806	\$ 41,279
Contracts	1,009,965	864,341	(145,624)
Information Technology	1,748,065	1,331,073	(416,992)
Energy and Utilities	23,000	23,000	—
Other	46,200	64,600	18,400
Capital Expenditures	7,000	—	(7,000)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 3,161,757</b>	<b>\$ 2,651,820</b>	<b>\$ (509,937)</b>
<b>Total</b>	<b>\$ 37,790,631</b>	<b>\$ 41,884,483</b>	<b>\$ 4,093,852</b>

## Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Licenses and Permits	\$ 2,000	\$ 2,000	\$ —
Fines, Forfeitures, and Penalties	1,650,000	1,650,000	—
Charges for Current Services	4,531,020	4,182,620	(348,400)
Other Revenue	—	100	100
<b>Total</b>	<b>\$ 6,183,020</b>	<b>\$ 5,834,720</b>	<b>\$ (348,300)</b>

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	1.00	1.00	\$31,491 - \$37,918	\$ 36,970
20000012	1105	Administrative Aide 1	2.00	2.00	36,962 - 44,533	81,929
20001076	2106	Assistant City Attorney	6.00	4.00	73,008 - 291,595	679,881
20000041	1132	Assistant Management Analyst	1.00	1.00	44,470 - 54,059	49,808
20000119	1218	Associate Management Analyst	2.00	2.00	54,059 - 65,333	115,758
20000171	1236	Auto Messenger 1	2.00	2.00	26,208 - 31,491	61,408
20001070	2001	City Attorney	1.00	1.00	73,008 - 291,595	193,648
20000610	1596	City Attorney Investigator	20.92	20.92	58,219 - 70,429	1,264,777
90000610	1596	City Attorney Investigator - Hourly	0.00	1.26	58,219 - 70,429	73,356
20000539	1535	Clerical Assistant 2	27.50	27.50	29,931 - 36,067	852,641
90000539	1535	Clerical Assistant 2 - Hourly	0.00	0.84	29,931 - 36,067	25,142
20001159	2205	Confidential Secretary to the City Attorney	1.00	1.00	16,827 - 105,518	75,777
20000351	1386	Court Support Clerk 1	15.00	15.00	31,491 - 37,918	532,667

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## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000353	1388	Court Support Clerk 2	12.00	<b>12.00</b>	32,968 - 39,811	459,312
20001117	2151	Deputy City Attorney	137.86	<b>136.86</b>	17,805 - 204,214	12,860,320
90001117	2151	Deputy City Attorney - Hourly	0.00	<b>2.46</b>	17,805 - 204,214	43,799
20001258	21511	Deputy City Attorney - Unrepresented	0.00	<b>4.00</b>	17,805 - 204,214	465,014
20001168	2214	Deputy Director	1.00	<b>1.00</b>	46,966 - 172,744	98,067
20000392	1415	Dispute Resolution Officer	1.00	<b>1.00</b>	54,059 - 65,333	63,700
20000290	1348	Information Systems Analyst 2	2.00	<b>2.00</b>	54,059 - 65,333	130,666
20000293	1349	Information Systems Analyst 3	1.00	<b>1.00</b>	59,363 - 71,760	69,607
20000377	1401	Information Systems Technician	2.00	<b>2.00</b>	42,578 - 51,334	98,096
20001128	2166	Legal Intern	1.00	<b>1.00</b>	39,000 - 47,424	39,000
20000587	1577	Legal Secretary 2	36.20	<b>36.20</b>	43,555 - 52,666	1,665,357
90000587	1577	Legal Secretary 2 - Hourly	0.00	<b>0.42</b>	43,555 - 52,666	18,293
20000910	1867	Librarian 3	1.00	<b>0.00</b>	55,266 - 67,101	—
20000911	1867A	Librarian 3	0.00	<b>1.00</b>	55,266 - 67,101	65,423
20001073	2103	Management Intern	0.37	<b>0.37</b>	24,274 - 29,203	—
20000614	1598	Paralegal	20.37	<b>20.37</b>	52,374 - 63,190	1,190,276
20000680	1648	Payroll Specialist 2	2.00	<b>2.00</b>	34,611 - 41,787	74,099
90000680	1648	Payroll Specialist 2 - Hourly	0.00	<b>0.23</b>	34,611 - 41,787	7,961
20001141	2182	Principal Assistant to the City Attorney	1.00	<b>1.00</b>	26,395 - 160,430	72,264
20000747	1728	Principal City Attorney Investigator	1.00	<b>1.00</b>	70,221 - 85,051	82,925
20000741	1726	Principal Clerk	1.00	<b>1.00</b>	43,555 - 52,666	51,349
20000380	1404	Principal Legal Secretary	1.00	<b>1.00</b>	50,398 - 60,736	59,218
20000063	1147	Principal Paralegal	1.00	<b>1.00</b>	63,586 - 76,502	72,294
20001222	2270	Program Manager	1.00	<b>2.00</b>	46,966 - 172,744	155,660
20000783	1776	Public Information Clerk	1.00	<b>1.00</b>	31,491 - 37,918	31,491
20000935	1885B	Senior City Attorney Investigator	0.00	<b>1.00</b>	63,794 - 77,314	75,381
20000933	1885	Senior City Attorney Investigator	6.00	<b>5.00</b>	63,794 - 77,314	296,886
20000927	1879	Senior Clerk/Typist	8.00	<b>8.00</b>	36,067 - 43,514	330,058
20001144	2185	Senior Legal Intern	1.00	<b>1.00</b>	47,466 - 57,658	55,928
20000843	1820	Senior Legal Secretary	6.00	<b>6.00</b>	48,006 - 57,845	336,659
20000015	1106	Senior Management Analyst	1.00	<b>1.00</b>	59,363 - 71,760	66,673
20000845	1822	Senior Paralegal	5.00	<b>5.00</b>	57,658 - 69,410	193,008
20000970	1917	Supervising Management Analyst	1.00	<b>1.00</b>	66,768 - 80,891	78,464
20001057	1983	Victim Services Coordinator	4.00	<b>4.00</b>	36,962 - 44,533	164,550
20000756	1746	Word Processing Operator	5.00	<b>5.00</b>	31,491 - 37,918	105,431
		Bilingual - Regular				17,472
		Master Library Degree				3,355
		Overtime Budgeted				13,064
		Termination Pay Annual Leave				11,712
<b>Salaries and Wages Subtotal</b>			<b>341.22</b>	<b>348.43</b>		<b>\$ 23,666,594</b>
Employee Offset Savings						\$ 544,276

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## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Flexible Benefits				2,175,897
		Long-Term Disability				217,257
		Medicare				336,164
		Other Post-Employment Benefits				2,093,510
		Retiree Medical Trust				1,319
		Retirement 401 Plan				5,271
		Retirement ARC				8,136,199
		Retirement DROP				29,246
		Retirement Offset Contribution				316,931
		Risk Management Administration				323,263
		Supplemental Pension Savings Plan				1,090,618
		Unemployment Insurance				50,653
		Unused Sick Leave				19,213
		Workers' Compensation				226,252
<b>Fringe Benefits Subtotal</b>						<b>\$ 15,566,069</b>
<b>Total Personnel Expenses</b>						<b>\$ 39,232,663</b>

## Budget by Program

	FY2011 Positions		FY2011 Expenditures		FY2011 Revenue
Civil Advisory	85.22	\$	11,343,102	\$	1,058,050
Civil Litigation	73.79		9,668,516		1,650,000
Community Justice	33.00		4,219,920		537,242
Criminal	134.19		12,299,612		2,000
General Administration/Management	22.23		3,022,260		2,587,428
IT Non-Discretionary	0.00		1,331,073		—
<b>Total</b>	<b>348.43</b>	<b>\$</b>	<b>41,884,483</b>	<b>\$</b>	<b>5,834,720</b>